

**FACTS
YOU
NEED
TO
KNOW**

**ABOUT
LICENSES
FOR
CHILD DAY CARE
FACILITIES**



Community Care Licensing Division

STATE OF CALIFORNIA

Pete Wilson, Governor

HEALTH AND WELFARE AGENCY

Sandra R. Smoley, R.N., Secretary

**CALIFORNIA DEPARTMENT
OF SOCIAL SERVICES**

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- 2 FACTS YOU NEED TO KNOW TO BE A
 LICENSED PROVIDER FOR CHILD
 DAY CARE
- 3 **GENERAL REQUIREMENTS**
 1. FACTS ABOUT A LICENSE
 2. ADMINISTRATIVE REQUIREMENTS
- 4 3. FACILITY, LOCATION AND
 PHYSICAL ENVIRONMENT
- 5 4. SERVICES
 5. ADDITIONAL RESOURCES
 6. ROLE OF THE LICENSING AGENCY
- 6 **OTHER REQUIREMENTS**
 CHILD DAY CARE CENTERS
- 7 FAMILY DAY CARE HOMES
- 8 COMMUNITY CARE LICENSING
 OFFICES - Locations & Phone Nos.

FACTS YOU NEED TO KNOW TO BE A LICENSED CARE PROVIDER FOR CHILD DAY CARE

The Community Care Licensing Division of the California Department of Social Services oversees the licensing of all child day care facilities in California. These facilities provide nonmedical care and supervision to children up to 18 years old for less than 24 hours a day.

There are basically two types of child day care facilities:

A **CHILD DAY CARE CENTER** (CDCC) is normally operated outside the licensee's home and provides nonmedical care and supervision to infants, toddlers, preschoolers and/or school-age children for periods of less than 24 hours. These centers are usually in commercial buildings.

A **FAMILY DAY CARE** (FDC) **HOME** is operated in the licensee's own home and provides nonmedical care and supervision to 12 or fewer children in a homelike environment for less than 24 hours.

The purpose of the following information is to provide prospective applicants with a summary of the application process licensing requirements. Our intent is to assist you in deciding which orientation session you should attend based upon your specific interest. For more comprehensive information, please refer to Title 22, California Code of Regulations (CCR), Division 12, for CDCCs and FDC homes. Copies of the regulations may be purchased from:

Barclays Law Publishers

P.O. Box 60000

San Francisco, CA 94160-2021

A. GENERAL REQUIREMENTS

1. FACTS ABOUT A LICENSE

- Any person, partnership or corporation must obtain a license before providing care and supervision to children, with the exception of an individual caring for the children of one unrelated family in his or her home. A person can be convicted of a misdemeanor for operating without a license. Also, operating without a license may result in a person having to pay civil penalties of \$200 per day for illegal operation.
- Licenses are **nontransferable**. If a person transfers or sells a facility to another individual, partnership or corporation, the new owner must apply for and obtain a new license before commencing operation.
- A license is not granted automatically; all licensing requirements must be met prior to the issuance of a license.
- There is an annual fee required to apply for and maintain a CDCC or FDC home license.
- Prior to the issuance of a license, all applicants must attend an orientation session about the application process and licensing requirements.

2. ADMINISTRATIVE REQUIREMENTS

- **A Criminal Record Clearance** is required of all applicants and directors before a license is issued. In order to obtain a clearance, fingerprint cards must be submitted by the applicant/licensee directly to the Department of Justice (DOJ). A criminal record clearance must be secured from the DOJ and/or the Federal Bureau of Investigation to determine whether the applicant has ever been convicted of a crime. Additionally, adults who will be providing direct care and supervision to children and any other adults who reside in the facility, must have their fingerprints processed in the same manner. There is a fee to obtain this clearance.

- **A Child Abuse Index Check** is required on all individuals in the facility who provide care and supervision to children or have frequent contact with children. The child abuse index check is to determine if any reports of suspected child abuse have ever been lodged against an individual. It is secured in the same manner as the criminal record clearance. Effective January 1, 1993, DOJ is authorized by law to charge a fee to employees, licensees and applicants who must secure a child abuse index check.
- The applicant must have **sufficient financial resources** to maintain the standard of services provided in a CDCC. Submission of financial reports, such as an estimated operating budget, is required by the licensing agency. Credit checks may be obtained when evaluating a financial plan.
- The applicant must have the ability to **understand** and **comply** with the licensing requirements under Title 22, CCR, pertaining to Division 12, CDCCs or FDC homes.

3. FACILITY, LOCATION AND PHYSICAL ENVIRONMENT

- A **site** (building or home where care is to be provided) must be obtained before applying for a license. The licensee/applicant must have control of the property to be used (verified by a lease, rental agreement, escrow papers or Deed of Trust) and be able to ensure that the facilities and grounds are maintained and are in compliance with the regulations.
- Before a license is issued, a **fire clearance** is required for all CDCCs and for FDC homes with more than six children.

4. SERVICES

- The licensee is responsible for ensuring that all necessary care and supervision is provided to all children accepted into the licensed facility.
- Meals and snacks are required to be available to children attending the facility. These meals must meet the requirements concerning the four basic food groups established by the U.S. Department of Agriculture Food Plan. Meals and snacks may also be provided by parents.
- If the facility chooses to handle medications, children must be provided assistance with prescribed and non-prescribed medications in accordance with federal and state law.
- All personal rights of all children shall be observed; the use of corporal punishment is not permitted.

5. ADDITIONAL RESOURCES

- Before applying for a license, you may wish to contact the following community resources for additional information and to identify the need for child day care facilities in your area:
 - (a) Resource and referral agencies
 - (b) Local child care advocate
 - (c) Child care provider associations

6. ROLE OF THE LICENSING AGENCY

- After a license is issued, the licensing agency has the authority to make unannounced visits and/or inspections to any facility to ensure continual compliance with all licensing regulations. Noncompliance may result in levies of civil penalties of \$50 per day for CDCCs and \$25 per day for FDC homes for deficiencies not corrected by a specified date. Additionally, for CDCCs, fines may be increased for repeated deficiencies.

B. OTHER REQUIREMENTS

In addition to the requirements listed in Section A, the following requirements are specific to:

CHILD DAY CARE CENTERS

- CDCCs must have qualified directors who are at least 18 years of age, as well as qualified teaching staff. Requirements for directors and teachers include 12 units in early childhood education, plus--for the director--three units in administration or staff relations. In addition, all staff must have verifiable experience working in a licensed CDCC or comparable group setting. Education must be verified by a certificate, transcript and/or credential from an accredited college or university; and experience must be verified by an original signed letter from the director of a licensed CDCC or comparable facility.
- Licensed capacity is determined by the total indoor and outdoor square footage and by the number of available toilets/sinks. For example, requirements include 35 square feet per child of indoor play space and 75 square feet per child of outdoor play space; and one toilet and one sink for every 15 children.
- Age-appropriate tables, chairs, play equipment and materials must be provided for all children.
- A variety of daily planned activities must be provided. These activities shall be designed to meet the needs of the children in care, and shall include, but not be limited to, quiet and active play, rest and relaxation, and toilet training.
- The applicant may be obligated to meet other state, federal, and/or local codes and regulations that are not enforced by this agency, such as zoning, building restrictions, fire, sanitation and labor requirements.

FAMILY DAY CARE HOMES

- A license may be obtained for a capacity of six or 12 children.
- A provider licensed for 12 children must have at least one year of qualifying experience working with children and an assistant provider who is 14 years of age or older.
- A home licensed for six can accommodate only four infants under the age of two--or six children, three of whom may be infants.
- When providing care for seven to 12 children, only four may be infants.
- All children under the age of 10 who live in the home shall be counted in the licensed capacity, including the children of the licensee and the assistant provider.
- All assistant provider's children up to the age of 12 who do not live in the home shall be counted in the licensed capacity.
- A current tuberculosis clearance is required for all adults residing in the home or present in the home during the time that children are in care.
- All FDC homes shall contain a smoke detector and fire extinguisher. Those licensed for seven to 12 children must obtain a fire clearance.
- All swimming pools or any other bodies of water must be made inaccessible to children by the use of a five-foot fence or a cover that is strong enough to support the weight of an adult.

To be scheduled for an orientation, please contact the nearest licensing district office listed below.

COMMUNITY CARE LICENSING OFFICES

NORTHERN REGION OFFICE

8745 Folsom Blvd. Suite 130
Sacramento, CA 95826
(916) 229-4500

CHICO DISTRICT- RESIDENTIAL AND CHILD CARE

520 Cohasset Road, Suite 6
CLhico, CA 95926
(916) 895-5033

SACRAMENTO DISTRICT - RESIDENTIAL

2400 Glendale Lane, Suite C
Sacramento, CA 95825
(916) 574-2346

SACRAMENTO DISTRICT - CHILD CARE

8745 Folsom Blvd., Ste 200
Sacramento, CA 95826
(916) 229-4530

SANTA ROSA DISTRICT- RESIDENTIAL & CHILD CARE

50 D Street, Room 230
Santa Rosa, CA 95404
(707) 576-2210

FRESNO DISTRICT- RESIDENTIAL AND CHILD CARE

770 E. Shaw Avenue, Suite 330
Fresno, CA 93710
(209) 445-5691

COASTAL REGIONAL OFFICE

801 Traeger Ave. Ste. 105
San Bruno, CA 94066
(415) 266-8860

CENTRAL COAST AREA- RESIDENTIAL & CHILD CARE

360 S. Hope Avenue, Suite C-105
Santa Barbara, CA 93105
(805) 682-7647

BAY AREA DISTRICT- CHILD CARE

5850 Shellmound Street, Suite 315
Emeryville, Ca 94608

PENINSULA DISTRICT- CHILD CARE

801 Traeger Avenue, Suite 100
San Bruno, CA 94066
(415) 266-8843

SAN FRANCISCO BAY- RESIDENTIAL

851 Traeger Avenue Suite 360
San Bruno, Ca 94066
(415) 266-8800

SAN JOSE DISTRICT CHILD CARE

4030 Moorpark Ave., Suite 216
San Jose, Ca 95117
(408) 277-1286

**SOUTHERN REGIONAL
OFFICE**

5692 LaPlace Court, Suite 185
Carlsbad, ca 92008
(619) 929-2121

**CARLSBAD DISTRICT-
CHILD CARE**

5973 Avenida Encinas, Suite 324
Carlsbad, CA 92008
(619) 929-3232

**SAN DIEGO DISTRICT-
RESIDENTIAL**

8745 Aero Drive, Suite 200
San Diego, CA
(619) 467-2367

**SAN GORGONIO OFFICE-
CHILD CARE**

50 D Street, Room 230
Santa Rosa, CA 95404
(707) 576-2210

**INLAND EMPIRE OFFICE-
RESIDENTIAL**

3737 Main Street, Suite 600
Riverside, CA 92501
(909) 782-4207

**ORANGE COUNTY-
CHILD CARE**

750 The City Drive, Suite 250
Orange, CA 92668
(714) 703-2800

ORANGE COUNTY-RESIDENTIAL

770 The City Drive, Suite 7100
Orange, CA 92668
(714) 703-2840

**SAN JOSE DISTRICT-
RESIDENTIAL**

430 Moorpark Ave., Suite 216
San Jose, CA 95117
(408) 277-1286

**LOS ANGELES REGIONAL
OFFICE**

12555 Jefferson Blvd., Suite 280
Los Angeles, CA 90066
(805) 682-7647

**L.A. RESIDENTIAL
EASTERN VALLEYS**

9650 Flair Drive., #150
El Monte, CA 91731
(818) 450-6202

**L.A. RESIDENTIAL
NORTHERN VALLEYS**

21731 Ventura Blvd., Suite 250
Woodland Hills, CA 91364
(818) 596-4334

L.A. RESIDENTIAL WEST

6167 Bristol Parkway, #210
Culver City, CA 90230
(310) 568-01807

**L.A. NORTHWEST
CHILD CARE**

5830 Hannum Avenue
Culver City, CA 90230
(310) 337-4333

L.A. CHILD CARE EAST

9660 Flair Drive, #200
El Monte, CA 91731
(818) 575-6603



CDSS

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